

1/23/2007

Family Readiness Group Treasurer

Please answer the following questions by using the FRG treasurer handbook.

1. What is the dollar limit for your Family Readiness Group funds?
2. When opening your account, what type of account should it be?
3. How many signatures should be on your FRG account and used when signing your FRG checks?
4. Can military members be the treasurer or hold signature authority?

What situation would be acceptable for military members to hold signature authority?

5. Why do you acquire an Employer Identification Number (EIN) before opening your account?
6. What form do you use to file for an EIN?
7. What IRS Status do FRGs open their account under when filing the IRS Form SS4?
8. Do you pay sales tax for items purchased with FRG funds?
9. Is your FRG considered a nonprofit organization?
10. Can debit cards be used?
11. Why should the treasurer and alternate treasurer sign a volunteer agreement and ensure it is on file in the State Family Readiness Office?

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Family Readiness Group Treasurer
Continued:

12. What is the FRG Informal Fund Standard Operating Procedure (SOP)?

And where is it published?

13. What is a statutory volunteer?

14. What type of fundraising can statutory volunteers conduct?

15. What is a gratuitous volunteer?

16. What limitations regarding fundraising exist for gratuitous volunteers?

17. Can money raised by gratuitous volunteers be deposited in the FRG informal fund?

18. Can FRG expenditures be used for individual family members?

19. Can FRGs solicit or give donations or gifts?

20. Can FRGs accept donations? If so, what is the limit?

21. What is the process for accepting donations?

22. What 3 documents are included in the Treasurer's Report?

23. When is the FRG Fund Treasurer Report due for non deployed units?

24. When is the FRG Fund Treasurer Report due for deployed units?

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Family Readiness Group Treasurer
Continued:

25. Do you file a FRG Fund Treasurer Report even if your FRG has no checking account or funds in your FRG checking account?
26. Who is provided the FRG Treasurer's Report?
27. Where is the FRG Treasurer's Report filed?
28. How long do Employer Identification Numbers (EIN) remain in IRS files?
29. Is online banking an option?
30. Should personal addresses be used on FRG checks?
31. What are some examples of authorized FRG fund raisers?
32. Are chain letters an authorized fund raiser for FRGs?

Please remember the real purpose for the Family Readiness Group is not fundraising, however it may be necessary to defray expenses incurred and planned by the FRG. Utilization of those funds needs to be consistent with the purpose and function of the FRG. Officially a FRG is to enhance the military mission and to benefit all families. Funds are not to be maintained long term or duplicate services already available elsewhere.

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Family Readiness Group Treasurer Answers.

1. *\$5000 - page 6*
2. *Non-interest bearing checking account in a federally insured financial institution - pages 6 and 15*
3. *2 volunteer signatures - pages 6, 9 and 15*
4. *No - page 6, 9 and 16*

If a prolonged period of inactivity within the FRG exists, the may need to secure the account until a new FRG can be formed rather than close the account. In this instance, it may be necessary for military members to be signatories. Page 17

5. *To avoid use of personal SSN (because the account could be perceived as personal income by the IRS) - pages 6, 9 and 14*
6. *IRS Form SS4 - pages 6, 9 and 14*
7. *"Banking Purposes Only" - Page 14*
8. *Yes, payment of sales tax is required. Pages 6, 9 and 16*
9. *No - pages 6, 9 and 16.*
10. *No - page 15*
11. *Ensures volunteer is covered under tort claims act. Page 13*
12. *The FRG name, a description of the FRG's purpose and function of the fund and includes statement regarding expenditures, benefits for members, etc Page 7 and 10.*

And where is it published?

Item #6 in the FRG sanction or as a separate document. Page 7 and 10

13. *Those volunteers belonging to the FRG who have signed volunteer agreements and serve in an official capacity in direct support of the National Guard Family Program. Page 7 and 20*
14. *Only internal fundraising amongst themselves (by us, for us) Page 7 and 20*
15. *Those volunteers who have not signed a volunteer agreement and do not want to serve in an official capacity within the FRG, but rather help the FRG sometimes to support meetings, events and activities. Page 7 and 22*
16. *None, they can raise as much money as they want, but this is completely separate from the FRG and can not be endorsed by the National Guard or the FRG. Page 7 and 22*
17. *No - Page 7*
18. *No, they benefit the entire FRG membership. Page 7*
19. *No, however unit commanders in conjunction with the State Family Readiness Director may now accept/approve unsolicited donations to the FRG informal fund. Page 8, 10, 15 and 20*

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Family Readiness Group Treasurer Answers.

20. *\$1000 or less annually. This counts against the FRG \$5000 annual income cap. Page 6, 8, 13 and 18*

21. *Accepted and approved by commander in conjunction with State Family Readiness Director. Donation is acknowledged with SD Family Readiness Form as unconditional. Page 8, 10, 15 and 20*

22. *1. Report Memorandum 2. Copy of Current Bank Statements since the last report 3. Copy of Checkbook Register since the last report - Pages 8, and 10*

23. *Annually - 30 September - Page 8 and 10*

24. *Quarterly - Mar, Jun, Sep, Dec - Page 8 and 10*

25. *Yes - Page 8 and 10*

26. *Commander and State Family Program Office. - Page 8 and 10*

27. *Unit's Family Readiness Binder and State Family Program Office - Page 8*

28. *For 10 years. Page 14*

29. *Yes. Page 15*

30. *No, use the unit's address. Page 15*

31. *Bake sales, car washes, opportunity auctions, concession booths - Page 21*

32. *No. Page 21*